

**Public Safety Communications Advisory Commission (PSCC)
Summary of Minutes - Regular Public Meeting**

Tuesday, April 17, 2012

Not Yet Approved by the Commission

PSCC Voting Members Present

- Aaron Sandeen, State CIO and Deputy Director, ADOA-ASET (PSCC Chairman Designee)
- Joe Anderson (Teleconference)
- Michael Brashier, Communications Manager, City of Casa Grande
- Jan Hauk, Past President, Arizona Fire District Association Representative (Teleconference)
- Tracy Montgomery, Assistant Chief, Phoenix Police Department (Teleconference)
- Gilbert Orrantia, Director, Arizona Department of Homeland Security
- William Pribil, Sheriff, Coconino County
- Kathleen Robinson, Assistant Chief, Tucson Police Department (Teleconference)
- Dan Wills
- Dewayne Woodie, Fire Chief, Ganado Fire District/EMS (Teleconference)

PSCC Voting Members Absent

- Amy Brooks, Captain, Apache Junction Fire Department
- Steven Campbell, Chief, City of El Mirage Police Department
- Patrick Quinn, Deputy Chief, Tucson Fire Department
- Mike Worrell, Captain, Phoenix Fire Department

Public Safety Interoperable Communications (PSIC) Office Attendees:

- Justin Turner, Deputy Statewide Interoperability Coordinator, PSIC Office, ADOA-ASET
- Suesan Nordman, Project Manager, PSIC Office, ADOA-ASET
- Michael Britt, Project Manager, PSIC Office, ADOA-ASET
- Karen Allen, Project Manager, PSIC Office, ADOA-ASET

Additional Meeting Presenters

- Mark Venuti, SIEC Co-Chair

18 Interested parties and members of the public were present. 12 individuals participated via web conference.

Call to Order and Roll Call

The meeting was called to order at 1:01 PM by PSCC Chairman Designee Aaron Sandeen. Roll call was then taken by Mr. Justin Turner, Deputy Statewide Interoperability Coordinator, and a quorum of the PSCC was declared present as noted above.

Approval of Minutes: February 14, 2012 PSCC Public Meeting

Action Item

Chairman Sandeen asked for comments on the February 14, 2012 PSCC meeting minutes. Commissioner Brashier noted that he attended the February meeting via teleconference. Chairman Sandeen asked for a motion to approve the minutes as corrected. Commissioner Gilbert Orrantia made a motion to approve the minutes. The motion was seconded by Commissioner Dan Wills. The motion was unanimously carried and the minutes were approved.

Public Safety Broadband

- H.R. 3630 and the National Public Safety Broadband Network (NPSBN)

Information & Discussion Item

- Formation of the AzPSBN Workgroup

Action Item

Presenter: Michael Britt, Project Manager, PSIC Office

Dr. Michael Britt provided an overview to the commission on the recently signed H.R. 3630 and the National Public Safety Broadband Network (NPSBN). Key Features of the legislation include:

- Allocates the “D-Block” spectrum to Public Safety
- Forms First Responder Network Authority (FirstNet)
 - Responsible for build out and maintenance of a national NPSBN
 - Responsible for working with local jurisdictions to define boundaries, roles and responsibilities
- Authorizes auction of reclaimed radio/TV frequency with funding going toward the NPSBN build-out, related programs and deficit reduction
- Giveback of television band (T-band) frequency currently allocated to some jurisdictions

After reviewing the legislation, Dr. Britt discussed the high-level timeline for implementation, the funding sources in the legislation, the network architecture, and the fees permitted by the legislation to generate revenues for the NPSBN. Dr. Britt also reviewed the option for the State to participate in FirstNet or to build its own portion of the network within the state. The legislation establishes certain timelines and requirements if Arizona decides to develop a State Plan for build out of the network. A number of resources related to the NPSBN were also recommended.

Following discussion of the legislation and proposed network, Dr. Britt reviewed a number of recent events related to implementation of the NPSBN including an update on the established numbering scheme and request/allocation process, NPSTC Task Groups and the Broadband Statement of Requirements, events impacting NTIA and BTOP recipients, and the status of the Mesa TOPAZ broadband project.

Dr. Britt then discussed implementing the Public Safety Broadband Network in Arizona. Dr. Britt informed the Commission that ADOA-ASET, AZDOHS, DPS and PSIC met with the Governor’s staff March 13, 2012 to review H.R. 3630 and what it means to Arizona. The PSIC office and ADOA-ASET will take the lead in developing the public safety broadband strategy for Arizona and make recommendations to the Governor’s Office. PSIC will garner input and advice from PSCC, SIEC, Digital Arizona (Broadband program within ADOA-ASET), 9-1-1 Office (ADOA-ASET), DPS, AZDOHS and stakeholders statewide to research and develop the recommendations.

Dr. Britt then reviewed a high level project plan for tracking the NPSBN and implementing the network in Arizona. To assist in this effort, the PSIC office requested the Commission establish the Arizona Public Safety Broadband Network (AzPSBN) Workgroup in order to provide advice and make recommendations to the PSCC on matters related to the National Public Safety Broadband Network (NPSBN) and the AzPSBN Project. The scope of the workgroup, types of participants, and planned reporting to the Commission and SIEC were reviewed.

Following the presentation, Commissioner William Pribil made a motion to approve the formation of the Arizona Public Safety Broadband Network (AzPSBN) Workgroup. The motion was seconded by Commissioner Michael Brashier. The motion was unanimously carried.

Annual SCIP Review and Update

Presenter: Justin Turner, Deputy Statewide Interoperability Coordinator

Information & Discussion Item

Mr. Justin Turner introduced the 2012 annual review of the Strategic Communications Interoperability Plan (SCIP). Arizona's first SCIP was drafted to meet a grant requirement in 2007, then submitted to the Department of Homeland Security (DHS) Office of Emergency Communications (OEC) in November 2007 and approved. The current SCIP was significantly revised and approved on April 19, 2011. The 2012 review and update to the SCIP will focus on validating and further developing action plans for implementation of key strategic initiatives. In addition, all existing content will be reviewed for accuracy, currency, relevance and concise presentation.

To support the annual SCIP update, the PSIC Office, in conjunction with OEC, will be hosting a SCIP Implementation Workshop on May 22, 2012. The purpose of the workshop will be to evaluate what we have learned from the NECP Goal One and Two processes, analyzes gaps, and evaluate alternatives to current action plans in order to revise the Strategic Initiatives sections to be more streamlined and actionable.

Mr. Turner then reviewed the existing SCIP initiatives & objectives with the Commission and sought feedback on the initiatives. Finally, Mr. Turner highlighted the 2012 SCIP revision timeline.

2012 Statewide Education and Outreach Plan

Presenter: Suesan Nordman, Project Manager, PSIC Office

Information & Discussion Item

Ms. Suesan Nordman introduced the 2012 annual review of the Statewide Education and Outreach Plan. The plan supports Arizona's SCIP Strategic Initiative #12: "Create and Implement an Education and Outreach Plan in Support of Interoperable Communications." The Plan:

- Provides information and resources to emergency response policy makers and practitioners about interoperable communications initiatives and directives that impact the State.
- Encourages participation and gives direction to stakeholders for supporting education and outreach activities.
- Is intended for all Arizona stakeholders (not just PSIC staff) to use as a resource for their outreach efforts.

The current Plan was initially approved on April 19, 2011. The 2012 review and update will focus on Section 6, Targeted Interoperability Topics, to incorporate interoperable communications priorities for 2012. In addition, all existing content will be reviewed for accuracy, currency, relevance and concise presentation. Ms. Nordman reviewed the structure of the Plan, the update process, and the proposed Targeted Interoperability Topics for 2012:

- FCC Narrowbanding Compliance
- National Public Safety Broadband Network (NPSBN)
- NECP Goal Two Gap Closure (Regional Interoperability Planning: CASM, TICPs & SCMPs and other Resources)

Update on SCIP Initiative 2.1: Developing TICPs

Presenter: Justin Turner, Deputy Statewide Interoperability Coordinator

Information & Discussion Item

Mr. Justin Turner briefed the Commission on the status of implementing SCIP Initiative 2.1, and in particular the development of Tactical Interoperable Communication Plans (TICPs). A TICP documents the interoperable communications governance structures, technology assets, and usage policies and procedures for a jurisdiction. One of the key findings for Arizona's NECP Goal Two Assessments was that many issues could be addressed through the creation or emphasized use of a TICP. Mr. Turner reviewed the status of counties with existing TICPs, and discussed recent TICP development efforts for the central Arizona region, Coconino County and La Paz County. Mr. Turner also discussed planned efforts for the North and South RAC, as well as other activities the PSIC Office has under taken to support development of TICPs in Arizona.

Statewide Interoperability Executive Committee (SIEC) Update

Presenter: Mark Venuti, SIEC Co-Chair

Information & Discussion Item

Mark Venuti briefed the commission on the recent activities of the Statewide Interoperability Executive Committee (SIEC). The SIEC met on March 13, 2012 in Phoenix. Topics covered during Mr. Venuti's presentation include:

- National Public Safety Broadband Network
- NECP Goal Two Findings
- AIRS Drive Test Results
- NIMS-CU Workgroup Activities
- Communications Unit Training Program Update
- Agenda Items for May 8, 2012 SIEC Meeting

PSIC Office – Multiple Project Updates

Presenter: Justin Turner, Deputy Statewide Interoperability Coordinator

Information & Discussion Item

Mr. Turner briefed the commission on the recent activities of the PSIC Office and provided updates on a number of key projects, including:

- 2012 Technical Assistance (TA) awards
- Arizona's current balance of IECGP funds
- Key Upcoming Events
- Review of Minimum Equipment Standards
- Arizona Narrowbanding Status

- COML/COMT Training and Recognition Program
- Future Events

Mr. Turner requested the Commission read the handout for further details on activities of the PSIC Office.

Comments from the Public

No comments from the public were received.

Adjournment

Chairman Sandeen adjourned the meeting at 2:47 PM.

Pursuant to A.R.S. 38-341-01(B), minutes of the Public Safety Communications Advisory Commission are recorded by tape recorder. Taped minutes are maintained in the Public Safety Interoperable Communications Office at the Arizona Department of Administration. Public access and review of PSCC minutes are available by appointment Monday through Friday during normal business hours. Please contact the PSIC office at 602-364-4498 to arrange for an audio of the tape-recorded proceedings.

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